

Date received: _____

NEWTON HOUSING REHABILITATION PROGRAM APPLICATION for nonprofit housing organizations and the Newton Housing Authority

APPLICANT INFORMATION

Name: _____

Organization: _____

Address: _____

Phone: _____

Email address: _____

Fax: _____

PROPERTY INFORMATION

Name/address of rental property to be assisted with Program funds: _____

Property owner: _____

Service provider(s), if applicable: _____

Number of units in the assisted structure: _____

Number of deed restricted, affordable units: _____ Bedroom breakdown: _____

Number of market rate units: _____

Number of occupied (affordable) units: _____

Number of vacant (affordable) units: _____

Total number of tenants in the assisted structure: _____

Is this a request from the Newton Housing Authority for work to a common area or non-residential area? If so, a written request for a waiver must accompany this application.

Waiver required? Yes: _____ N/A: _____

PROJECT WORK

Describe the work that requires Program assistance. If you have a cost estimate of the proposed work, please include that amount as well. If available, attach information regarding the building's(s') physical conditions that may be helpful to Program staff in evaluating your request for assistance.

PROJECT DEMOGRAPHICS

For a property(ies) that is currently occupied, please provide the following information for each unit/household to be assisted with Program funds:

Ethnicity: Number of Hispanic or Latino tenants: _____

Race: Number of White tenants: _____

Number of Black or African American tenants: _____

American Indian/Alaskan Native tenants: _____

Asian tenants: _____

Native Hawaiian or Other Pacific Islander tenants: _____

Number of children under age 6 residing in unit(s): _____

Identify which units by apartment #: _____

Number of persons with disabilities residing in unit(s): _____

Number of female heads of household: _____

Number of tenants who are 62 years or older: _____

Will the project directly benefit the homeless or help prevent homelessness? Yes: _____ N/A: _____

Will the project directly benefit persons with HIV/AIDS? Yes: _____ N/A: _____

Are there other funds being used in the project? If so, please identify these funds:

TENANT HOUSEHOLD INCOME

Number of very low-income tenants whose household income is at or under 30 percent of area median income: _____

Number of low-income tenants whose household income is at or under 50 percent of area median income: _____

Number of moderate-income tenants whose household income is at or under 80 percent of area median income: _____

By signing below, Applicant(s):

- Requests the Newton Housing Office to review this application for the purpose of determining eligibility to receive funding assistance through the Newton Housing Rehabilitation Program. Applicant acknowledges that such eligibility determination may include without limitation, the acquisition of credit reports and the verification of income and deposits.
- Declares that they have read and understand the Program Guidelines and Code of Conduct Policy and agree to abide by all program requirements
- Authorizes the Newton Housing Office to use before and after photographs and/or videos of the repaired/restored property for promotional or informational purposes.
- Acknowledges and agrees that Applicant's statements are true, correct, and complete to the best of their knowledge.

Applicant: _____

Date: _____

NEWTON HOUSING REHABILITATION PROGRAM

For Program Participants

Summary

The principal purpose of the City of Newton's Housing Rehabilitation Program is to increase the supply of decent, safe and sanitary affordable housing. Using federally funded assistance, the Program is able to improve the health and safety conditions of the homes of income eligible households.

In order to effectively administer the Housing Rehabilitation Program the City of Newton Planning and Development Department has implemented this CODE OF CONDUCT to ensure that the program expectations are clearly communicated to the applicant.

The Applicant(s) shall work cooperatively with staff members, contractors and other vendors in completing any tasks required by the program. The Planning and Development Department may at any time **deny assistance to or terminate any contract with** an applicant if any member of the household fails to adhere to the rules outlined in this Policy.

Rules

1. Treat City staff and contractors with courtesy and professionalism. Dishonest, disrespectful, threatening, harassing or disparaging behavior will not be tolerated. Such prohibited behavior includes but is not limited to the statements that endorse or promote discriminatory stereotypes, making false accusations and any type of physical or threat of violence.
2. Respect City staff's time by keeping scheduled appointments and provide at least eight hours advance notice prior to a cancellation. City staff may not always be available on a drop in basis, and an appointment may be necessary.
3. Respect the contractor's time by making property available and keeping scheduled appointments. Cooperate with contractor/inspector and make the property available to contractor/inspector during reasonable hours in conformance of the Owner – Contractor contract, Program Guidelines, Code of Conduct, applicable Federal Program regulations and any other Program Documents. Provide at least twenty-four hours advanced notice prior to a cancellation.
4. Communicate problems and concerns to City staff and contractors in a respectful manner.
5. Submit all requested documentation in a timely manner and/or within the date requested.
6. Prepare residence for the construction process.
 - Excessive personal belongings must be removed by the homeowner prior to the contractors' walkthrough to avoid delaying the bid process.
 - Take all reasonable and necessary precautions to protect your possessions and those of the contractors.
 - Property may be unsafe for pets during the construction process. Take all necessary precautions to protect and secure your pets.

7. Abide by the City of Newton procurement policies and municipal bidding procedures.
8. Applicants should be aware that the Newton Housing Rehabilitation Program is required to adhere to all relevant state, federal and local statutes, regulations and policies concerning the procurement and bidding of public contracts. As such, all contracts to be performed in connection with this application will be awarded to the lowest responsible bidder, without exception. Once the scope of work for any Rehabilitation Program project is finalized, no changes will be made unless there are emergency circumstances. No changes may be made unless agreed upon in writing by the applicant, the contractor, and the Newton Community Development Authority.

Violations and Enforcement

The Planning and Development Department may at any time **deny assistance to or terminate any contract with** an applicant for any violation of the rules stated in the Code of Conduct or any of the policies and procedures under this program.

Violations of this Code of Conduct, any state, federal and local law, policies of the Newton Housing Rehabilitation Program, and any breach of contract under this program are considered serious and will be addressed as follows:

1. For a first violation, the homeowner will be notified of the violation and will be issued a written warning. The homeowner will be given an opportunity to cure the violation within a reasonable amount of time.
2. For any subsequent violation, the Planning and Development Department may terminate the homeowner's participation in the program.